

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Justice Court Clerk Supervisor	<u>Revision Date:</u> 11/16
		<u>EEO Category:</u> Admin. Support
		<u>Status:</u> Exempt (Exec.)
		<u>Control No:</u> 30253

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction and supervision of the Court Administrator, administers and supervises the clerical operations of Sandy City Justice Court.

III. Essential Duties:

- Thoroughly understand and expertly perform all functions of a Justice Court Clerk.
- Coordinate daily functions of the Sandy Justice Court.
- Perform a variety of first-line supervisory and complex clerical duties designed to maintain the proper function of the Court.
- Assist in the hiring of new court clerks and direct their training.
- Carry out supervisory and administrative responsibilities in accordance with the court's policies, procedures, and applicable laws.
- Assign and direct clerk duties as well as evaluate their performance on an annual basis.
- Assist in establishing and enforcing standards of performance for and job knowledge of clerks, including disciplinary action.
- Address complaints brought forth by the staff and public, resolving problems.
- Assist in Sandy City Justice Court policy development, including writing and revising policies.
- Foster a positive and productive work atmosphere.

IV. Marginal Duties:

- Other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent required. Bachelor's Degree preferred

Experience: Four years' court clerk experience required, with at least two years as a Class I Justice Court or District Court Lead Clerk or Clerk Supervisor. Must be eligible to receive security clearance to obtain access to state computer files.

Certifications/Licenses: Requires a valid Utah driver's license.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Traffic codes and criminal law, legal terminology and court documents, court policies and procedures, office management systems, filing procedures, bookkeeping and accounting procedures.

Responsibility for: The care, condition, and use of materials, equipment, and money. Must be able to maintain confidentiality of records.

Communication Skills: Must have exceptional interpersonal skills working with fellow co-workers in stressful conditions; glean relevant information and inform the public regarding Sandy City Justice Court procedures; contacts with citizens, requiring patience and tact; contacts with other departments, furnishing and

obtaining information; contacts with other enforcement agencies; requires tact and judgement to deal with and influence people; constant contact with the public regarding citations they have received. Must be effective in written communications as well.

Tool, Machine, Equipment Operation: Ability to type 40 wpm; occasional use of a ten-key; constant use of personal computer using word processing and spreadsheet software, and regular use of a printer.

Analytical Ability: Ability to follow directions; prioritize tasks; work well under pressure and impending deadlines; work independently with a minimum of supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job employee typically handles office equipment, objects or controls and may frequently bend, stoop or crouch. Employee may sit or stand for long periods of time and may move up to 20 pounds. Great mental effort is required daily; frequent pressure and fatigue are present in this position due to above average exposure to deadlines; constant attendance is required.

Work Environment: Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Work assignments are broad and performed with minimal supervision or checking; work is referred to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT./DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____